



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Managed Care

Division: MO HealthNet Division

Sub-Section:

TITLE: General Managed Care Files

CUTOFF:

DESCRIPTION: Correspondence and reports relating specifically to the managed care program, and marketing materials submitted by the health plans

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18704

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Health Plan Contracts and Proposals

CUTOFF:

DESCRIPTION: Requests for Proposals for Managed Care plus (MC+) regions and health plans' responses thereto

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18760

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Health Plan Reviews

CUTOFF:

DESCRIPTION: Reports from the readiness, operational, and QA reviews conducted by the agency

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18757

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Managed Care

Division: MO HealthNet Division

Sub-Section:

TITLE: Hospice Files

CUTOFF:

DESCRIPTION: These files include the election, plan(s) of care, physician certification, correspondence, ad hoc reports, etc. 13 CSR 70-50.010

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8721

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Managed Care Cost Reports and Rate Setting Data

CUTOFF:

DESCRIPTION: Includes Managed Care rate documentation, inpatient hospital claims used to pay reinsurance to health plans, and related correspondence

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18698

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Managed Care Member Satisfaction Surveys

CUTOFF:

DESCRIPTION: Sent to recipient to survey satisfaction with health plans and services provided; results of surveys are used as a quality assessment tool

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8756

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Managed Care

Division: MO HealthNet Division

Sub-Section:

TITLE: Participation Agreements with Providers

CUTOFF: End of each fiscal year. Records kept 2 years
in-house 3 years records center

DESCRIPTION: Provider enrollment forms including applications and correspondence
which are submitted by all medical service providers

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18731

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Premium Collections

CUTOFF:

DESCRIPTION: Correspondence related to premium payments for State Children's Health
Insurance Program (SCHIP) cases

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19496

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Recipient Inquiries

CUTOFF: End of each fiscal year. Records kept 2 years
in-house 3 years records center

DESCRIPTION: Correspondence regarding various issues with medicaid recipients from
Recipient Services Unit

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8731

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Managed Care

Division: MO HealthNet Division

Sub-Section:

TITLE: Recipient Lock-in Files

CUTOFF:

DESCRIPTION: Program Integrity's case reviews of recipients who are suspected of abusing their Medicaid privileges

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18746

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003